

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
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January 22, 2003

EMS Transmission  
Instruction Memorandum No. BC-2003-019  
Expires: 09/30/2003

To: State Directors  
Attn: Deputy State Director for Administration, Assistant Director, FA-100

From: Director, National Business Center

Subject: Acquisition of Additional Vehicles DD: 1/31/03

**Program Area:** Fleet Management

**Purpose:** This instruction memorandum (IM) establishes criteria for Bureau of Land Management (BLM) offices wishing to acquire BLM-owned vehicles in lieu of commercial leases or leases from GSA, or planning to add BLM vehicles to their local fleet.

**Policy/Action:** *To ensure delivery in 2003*, offices must submit an Individual Working Capital Fund (WCF) Motor Vehicle and Heavy Equipment Requisition to the National Business Center's (NBC) Property Operations Branch (BC-653) by January 31, 2003. Requisitions received after that date may be delivered not in 2003 but in 2004. Vehicles and associated options requested should reflect the minimum essential needs of the government. Requisitions will be processed under the priorities set forth in this IM and as long as funds are available by the WCF.

The FY 2003 priorities for acquiring vehicles will be:

1. Replacing commercially leased vehicles with fuel-efficient vehicles.
2. Acquiring vehicles for offices with a need for additional vehicles as evidenced by high average utilization rates for FY 2002.
3. Acquiring fuel-efficient vehicles for offices to replace vehicles leased from GSA.
4. Acquiring vehicles with essential characteristics not currently available in the local fleet that are needed on a continuing basis.

Attachment 5 is a listing of offices showing the number of vehicles and the average utilization and fuel consumption for FY 2002. Offices must have an average use of more than 120 days per year or 12,000 miles per vehicle to be eligible for additional vehicles. On average, given current funding levels, each office with above-average utilization should be eligible for at least two additional vehicles. For each two-wheel drive, compact, or Alternative Fuel vehicle requisitioned, the office may select an additional vehicle, for a total of four. Requisitions will be processed as long as funds are available, with priority given to offices with higher average usage.

**Time Frame:** This IM is effective upon receipt.

**Budget Impact:** No adverse impacts are anticipated. Savings to benefitting activities will result from acquiring downsized vehicles or Interior vehicles to replace vehicles leased commercially or from GSA.

**Background:** By acquiring newer and more fuel-efficient vehicles, the BLM will be in a better position to comply with Executive Order (EO) 13149, which mandates the reduction of petroleum fuel consumption for government-operated vehicles. To meet operational requirements, many offices are holding on to vehicles that have been replaced. This situation may contribute to the use of unreliable vehicles, resulting in additional maintenance costs to these offices. It is recognized that many offices have requirements for vehicles in excess of the number of vehicles regularly assigned. These requirements have been satisfied by leasing vehicles and transferring replaced vehicles for temporary use. However, these solutions have been less than satisfactory because of the high cost of commercial leases, the unavailability of additional vehicles from GSA, and the condition of replaced vehicles. In order to alleviate this situation, additional funding will be available from the WCF to acquire other essential vehicles.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This IM was coordinated among the BLM Fleet Manager in the NBC's Property Operations Branch; WCF Manager in the NBC's Finance Program Management Branch; Washington Office Property, Acquisition, and Headquarters Services; and NBC's Property Policy, Analysis, and Oversight Office.

**Contact:** For operational/policy issues, please contact Tom Jatko, BLM Fleet Manager and Equipment Specialist, at (303) 236-9456; for further policy clarification, please contact Jim Crews, Policy, Analysis, and Oversight Office, at (303) 236-4676.

Signed by:  
Thomas F. Boyd  
Director, National Business Center

Authenticated by:  
Lynne Lotvedt  
Staff Assistant

#### 5 Attachments

- 1- Steps for Requisitioning Vehicles (2 pp)
- 2- Individual WCF Replacement Motor Vehicle  
and Heavy Equipment Requisition (1 p)
- 3- Certification for Standard and Law Enforcement  
Vehicles (1 p)
- 4- Certification of Requirement for Oversize Vehicle (1 p)
- 5- Listing of BLM offices average utilization and fuel consumption (4pp)

## **Steps for Requisitioning Vehicles**

1. Complete the analysis on Attachment 2, Individual Working Capital Fund (WCF) Replacement Motor Vehicle and Heavy Equipment Requisition, for each vehicle requested. For the "Description of Vehicle to be Replaced," enter the license number of the leased or GSA vehicles or "New Purchase." When completing the requisition, enter the options needed. Vehicles in continuous heavy-duty use, such as law enforcement vehicles, should order a trailer towing package, options RH3 or RH4, as appropriate, since this option includes a heavier suspension system and cooling system.
2. Attachment 2 should be used as an individual vehicle requisition in lieu of BLM Form 1510-18 unless additional funds are required. This funding is available only to meet minimum requirements. Additional benefitting activity funding is required for options such as power windows, CD players, or adjustable pedals. If additional funds are required, a 1510-18 must be attached approving the additional funds. Attachment 2 was changed in 2001, so please use the new form, as other forms will not be accepted. The new form is included as an attachment and is also available on the Property Management Web site:  
*<http://ncweb.sc.blm.gov/property>*.
3. We must downsize vehicles in order to comply with the Executive Order. No vehicle (except for law enforcement vehicles) larger than items 100 (Jeep Liberty, Ford Explorer, Ford Escape, or Chevy Trailblazer) or items 41 or 41C (Dodge Ram 1500, Chevy C1500, or Ford F150) will be ordered unless it is an alternative fuel vehicle or there is an accompanying certification from the local manager .
4. This certification must state that (a) the vehicle is required to haul or pull a larger payload than is permitted in the above vehicles for at least 40 percent of the miles traveled, or (b) four-wheel drive is required to ensure the safe and timely completion of the travel, and (c) there is no alternative among currently available vehicles in the local fleet to meet these requirements.
5. The minimum size engine in these vehicles will be ordered unless there is additional justification. Service or utility body trucks must be ordered with diesel engines or as alternative fuel vehicles with the propane (LPG2) option. A certification for larger vehicle is included as Attachment 7, Certification for Requirement for Oversize Vehicle. Downsizing a vehicle could save your office 25 percent of the annual cost you are paying for a full-size vehicle.
6. The requisition number, which must be assigned by office location, consists of the state, office, and a consecutive document control number (example: BFR02-005). The requisition must be signed by an authorized official at the requisitioning office. Requisitions prepared in field offices must be reviewed and approved at the State Office level primarily to ensure that the vehicle being requisitioned has the appropriate options that match the vehicle standard item number according to the Federal Standard.

7. If a particular model of vehicle is desired or when a particular style or option that is required is available with only one manufacturer's model, a sole source justification must explain how the option(s) is (are) essential to meeting the minimum operating requirements of the government. Requisitions for a sole source procurement must be supported by a "Justification for Sole Source Procurement." Sole source justifications must be signed by persons authorized to approve the requisition.
8. If the requisition is for a law enforcement vehicle, a "Certification of Standard and Law Enforcement Vehicles" is also required (see Attachment 3). Law Enforcement General Orders specify the types of vehicles and options that may be requested for law enforcement vehicles. These are standard items 46C, 47C, 49C, 105, or 105B. Requests for vehicles other than these must be accompanied by a justification signed by the BLM Chief of Law Enforcement, WO-370.
9. A copy of Federal Standard 307AF, Trucks, Light, Commercial, 4x2 and 4X4, 4,000 to 19,999 pounds GVWR, dated July 2002, should have been sent by GSA to all State and District Offices in October 2002 for use in identifying requirements and preparing requisitions for replacement vehicles. This standard is also available on the GSA web site: <http://pub.fss.gsa.gov/vehicles/buying/> and may be downloaded. Requesters should use AutoChoice on the GSA web site to see what options are available from different manufacturers.
10. The following options have been determined to exceed the minimum requirements of the government and will not be ordered unless sufficient justification is provided: PWL, power windows and door locks; RKE, remote keyless entry; AP, adjustable pedals; RAD, CD player; E5, extra power gasoline engine; RS, reclining bucket seats or captain's chairs; and CM, carpeted flooring. While some vehicles come standard with these features, they must be justified when they are optional.

**THIS SECTION TO BE COMPLETED BY THE BUSINESS CENTER**

**REMAINDER OF FORM TO BE COMPLETED BY THE REQUESTING OFFICE**

Approved \_\_\_\_\_, BLM Fleet Manager, BC653, Date \_\_\_\_\_

## CERTIFICATION FOR STANDARD AND LAW ENFORCEMENT VEHICLES

Office: \_\_\_\_\_ Date: \_\_\_\_\_

### Standard General Purpose Vehicles:

The following listed replacement requisitions represent the minimum capacity performance which will satisfy needs in consideration of overall safety, economy, efficiency and energy conservation in conformance with 41 CFR 101-26.501 and 41 CFR 101-38.104

### Law Enforcement Vehicles:

The following listed replacement requisitions are for vehicles used for law enforcement work and are in conformance with 41CFR 101-38.001-18. Only the minimum essential requirements are being requested.

STATE DIRECTOR

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_

## **CERTIFICATION OF REQUIREMENT FOR OVERSIZE VEHICLE**

Vehicle \_\_\_\_\_ must be replaced by a standard item \_\_\_\_\_ from the Federal Motor Vehicle Standards, because this vehicle is required to haul, carry or tow the maximum allowed load of this vehicle for at least 40 percent of the miles this vehicle will be operated or four wheel drive is required to ensure the safe and timely completion of the travel and no other vehicles are available that can be substituted. The maximum allowed load is defined as either the seating capacity or payload as specified by the Federal Motor Vehicle Standard, derated for off-highway use.

Other Justification:

I certify that this vehicle meets the minimum requirements of the Government and acknowledge that use of this vehicle will adversely impact the BLM's efforts to reduce petroleum fuel consumption to comply with EO13149. I further certify that acquiring this vehicle is the best way to meet the local transportation requirements and vehicle pooling is used to the maximum extent at the local office.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



Summary of FY02 BLM General Purpose Vehicle Utilization, Days Used, and Fuel Consumption for GSA and Interior vehicles.

State	FY02	Sept 02	Vehicle	Average	Total Rptd	Total	Total Fuel	Avg Days	Average	MPG
	Ofc	Inv	Reports	Inv	Days Used	Usage	Reported	Used	Usage	
AK	321	81	941	78.4	12,243	418,426	33,497	156.1	5,336	12.5
AK	953	31	353	29.4	4,028	199,784	14,139	136.9	6,792	14.1
AZ	10	69	719	59.9	6,870	621,444	37,147	114.7	10,372	16.7
AZ	20	35	361	30.1	2,437	432,425	30,442	81.0	14,374	14.2
AZ	30	31	292	24.3	2,417	325,795	27,431	99.3	13,389	11.9
AZ	40	29	329	27.4	3,586	396,116	28,895	130.8	14,448	13.7
AZ	50	18	216	18.0	1,804	356,286	21,453	100.2	19,794	16.6
AZ	60	26	281	23.4	2,151	213,398	12,563	91.9	9,113	17.0
AZ	70	20	193	16.1	1,932	170,630	11,920	120.1	10,609	14.3
AZ	910	31	294	24.5	2,375	362,388	21,682	96.9	14,791	16.7
BC	680	7	62	5.2	724	78,094	3,364	140.1	15,115	23.2
CA	160	52	403	33.6	4,479	747,277	41,075	133.4	22,251	18.2
CA	170	13	88	7.3	826	151,813	9,538	112.6	20,702	15.9
CA	180	14	90	7.5	736	168,176	8,946	98.1	22,423	18.8
CA	190	15	156	13.0	1,589	167,655	11,511	122.2	12,897	14.6
CA	310	6	54	4.5	852	65,377	3,939	189.3	14,528	16.6
CA	320	15	151	12.6	1,422	118,992	8,464	113.0	9,456	14.1
CA	330	20	190	15.8	1,629	200,469	11,393	102.9	12,661	17.6
CA	340	19	110	9.2	2,061	171,939	9,438	224.8	18,757	18.2
CA	350	31	316	26.3	3,472	256,788	16,306	131.8	9,751	15.7
CA	360	15	168	14.0	2,265	167,389	11,225	161.8	11,956	14.9
CA	370	21	221	18.4	2,201	227,372	15,609	119.5	12,346	14.6
CA	610	17	125	10.4	669	176,006	7,619	64.2	16,897	23.1
CA	650	20	187	15.6	912	230,268	16,456	58.5	14,777	14.0
CA	660	25	246	20.5	1,927	277,542	18,811	94.0	13,539	14.8
CA	670	20	174	14.5	1,410	226,622	17,399	97.2	15,629	13.0
CA	680	30	296	24.7	2,720	416,524	33,127	110.3	16,886	12.6
CA	690	13	117	9.8	1,277	184,930	12,232	131.0	18,967	15.1
CA	910	63	691	57.6	8,395	699,971	42,184	145.8	12,156	16.6
CO	170	24	214	17.8	2,156	210,442	13,084	120.9	11,800	16.1
CO	500	55	574	47.8	5,844	637,146	34,394	122.2	13,320	18.5

Summary of FY02 BLM General Purpose Vehicle Utilization, Days Used, and Fuel Consumption for GSA and Interior vehicles.

CO	600	26	281	23.4	2,452	259,497	15,813	104.7	11,082	16.4
CO	610	64	660	55.0	6,943	647,435	41,101	126.2	11,772	15.8
CO	620	58	569	47.4	6,917	554,208	37,183	145.9	11,688	14.9
CO	630	42	440	36.7	4,216	307,241	18,291	115.0	8,379	16.8
CO	910	45	439	36.6	5,170	624,012	30,510	141.3	17,057	20.5
ES	20	12	101	8.4	1,101	224,410	12,271	130.8	26,663	18.3
ES	30	8	89	7.4	960	92,061	5,405	129.4	12,413	17.0
ES	910	13	178	14.8	2,389	253,501	17,303	161.1	17,090	14.7
FA	100	39	428	35.7	7,633	385,159	28,780	214.0	10,799	13.4
ID	70	12	141	11.8	1,614	188,136	13,124	137.4	16,012	14.3
ID	73	52	466	38.8	4,192	389,220	22,060	107.9	10,023	17.6
ID	74	86	745	62.1	8,258	931,198	52,624	133.0	14,999	17.7
ID	76	47	483	40.2	4,030	448,613	30,981	100.1	11,146	14.5
ID	80	44	431	35.9	5,204	419,037	27,413	144.9	11,667	15.3
ID	82	51	492	41.0	5,887	463,405	32,203	143.6	11,303	14.4
ID	90	96	944	78.7	8,539	976,303	77,407	108.5	12,411	12.6
ID	910	29	327	27.2	3,376	313,312	20,619	123.9	11,498	15.2
MT	10	12	128	10.7	1,186	96,682	6,734	111.2	9,064	14.4
MT	20	61	541	45.1	4,215	737,068	53,524	93.5	16,349	13.8
MT	30	19	198	16.5	1,808	212,185	14,059	109.6	12,860	15.1
MT	50	21	187	15.6	1,689	172,969	11,022	108.4	11,100	15.7
MT	60	19	157	13.1	1,192	178,978	10,698	91.1	13,680	16.7
MT	62	13	129	10.8	1,332	134,674	8,757	123.9	12,528	15.4
MT	63	13	115	9.6	905	147,699	11,643	94.4	15,412	12.7
MT	64	11	65	5.4	491	100,769	8,216	90.6	18,604	12.3
MT	70	33	298	24.8	2,324	345,831	23,131	93.6	13,926	15.0
MT	90	11	79	6.6	501	94,331	5,935	76.1	14,329	15.9
MT	92	7	53	4.4	951	68,196	5,021	215.3	15,441	13.6
MT	100	17	174	14.5	1,726	184,264	12,160	119.0	12,708	15.2
MT	910	39	405	33.8	6,981	469,203	28,541	206.8	13,902	16.4
MT	922	6	49	4.1	438	76,096	5,502	107.3	18,636	13.8
NM	10	36	375	31.2	2,936	628,409	31,870	94.0	20,109	19.7
NM	20	19	188	15.7	2,599	239,342	15,625	165.9	15,277	15.3

Summary of FY02 BLM General Purpose Vehicle Utilization, Days Used, and Fuel Consumption for GSA and Interior vehicles.

NM	30	44	360	30.0	2,499	587,626	35,205	83.3	19,588	16.7
NM	40	4	29	2.4	137	44,309	2,830	56.7	18,335	15.7
NM	44	20	214	17.8	1,642	321,217	21,984	92.1	18,012	14.6
NM	50	18	172	14.3	962	167,831	10,297	67.1	11,709	16.3
NM	60	23	217	18.1	2,655	309,815	18,826	146.8	17,133	16.5
NM	70	45	447	37.2	3,169	391,979	28,103	85.1	10,523	13.9
NM	80	32	250	20.8	2,321	408,521	20,279	111.4	19,609	20.1
NM	90	17	159	13.2	1,917	213,395	13,900	144.7	16,105	15.4
NM	910	41	426	35.5	2,920	441,947	27,830	82.3	12,449	15.9
NV	10	55	503	41.9	6,065	653,458	38,790	144.7	15,589	16.8
NV	20	62	631	52.6	5,806	639,388	42,247	110.4	12,160	15.1
NV	30	53	573	47.8	6,089	631,555	45,063	127.5	13,226	14.0
NV	40	51	551	45.9	4,002	587,528	39,161	87.2	12,796	15.0
NV	45	13	141	11.8	1,458	140,424	8,768	124.1	11,951	16.0
NV	50	41	436	36.3	4,822	399,536	28,204	132.7	10,996	14.2
NV	60	50	535	44.6	3,560	538,344	36,211	79.9	12,075	14.9
NV	910	18	214	17.8	2,366	234,500	15,253	132.7	13,150	15.4
OR	10	77	689	57.4	6,199	757,369	46,995	108.0	13,191	16.1
OR	20	58	612	51.0	5,510	649,772	51,326	108.0	12,741	12.7
OR	30	97	1046	87.2	11,338	1,124,490	82,546	130.1	12,900	13.6
OR	50	53	684	57.0	9,513	679,497	47,026	166.9	11,921	14.4
OR	80	80	846	70.5	11,841	977,087	68,571	168.0	13,859	14.2
OR	82	9	94	7.8	1,095	105,382	7,997	139.8	13,453	13.2
OR	90	74	827	68.9	10,834	698,840	48,234	157.2	10,140	14.5
OR	92	7	77	6.4	1,117	115,644	11,453	174.1	18,022	10.1
OR	100	83	917	76.4	10,557	887,717	9,119	138.2	11,617	97.3
OR	102	11	113	9.4	2,063	138,644	19	219.1	14,723	N/A
OR	110	143	1573	131.1	21,966	1,815,988	117,855	167.6	13,854	15.4
OR	112	7	67	5.6	530	107,679	8,806	94.9	19,286	12.2
OR	120	70	772	64.3	9,291	799,480	56,956	144.4	12,427	14.0
OR	122	10	90	7.5	864	162,509	14,769	115.2	21,668	11.0
OR	130	38	418	34.8	3,115	504,270	30,335	89.4	14,477	16.6
OR	910	27	268	22.3	3,417	231,567	13,735	153.0	10,369	16.9

Summary of FY02 BLM General Purpose Vehicle Utilization, Days Used, and Fuel Consumption for GSA and Interior vehicles.

TC	100	12	103	8.6	274	41,073	1,744	31.9	4,785	23.6
UT	20	46	468	39.0	4,690	590,636	41,135	120.3	15,145	14.4
UT	40	76	936	78.0	9,367	1,067,411	69,406	120.1	13,685	15.4
UT	50	77	768	64.0	7,620	831,264	63,527	119.1	12,988	13.1
UT	60	43	443	36.9	4,370	465,948	32,551	118.4	12,622	14.3
UT	70	19	158	13.2	1,017	206,705	14,164	77.2	15,699	14.6
UT	80	44	468	39.0	4,997	597,962	42,218	128.1	15,332	14.2
UT	90	12	127	10.6	1,169	154,427	10,223	110.5	14,592	15.1
UT	910	44	417	34.8	9,591	537,422	19,241	276.0	15,465	27.9
WO	850	2	6	0.5	120	10,139	343	240.0	20,278	29.6
WY	10	61	573	47.8	4,587	664,327	48,943	96.1	13,913	13.6
WY	30	74	730	60.8	6,640	833,779	55,535	109.2	13,706	15.0
WY	40	81	874	72.8	7,633	988,618	70,664	104.8	13,574	14.0
WY	60	98	996	83.0	9,121	1,123,720	73,503	109.9	13,539	15.3
WY	910	35	335	27.9	3,804	529,171	28,843	136.3	18,955	18.3
Summary		4,082	41,320	3,443	434,204	45,550,838	2,941,542	126.1	13,229	15.5